

**TM-4 APPROVER COURSE**

**USING NASA'S TRAVEL MANAGER SYSTEM**

**WEB PAGE INTRODUCTION**

This overview will introduce the traveler to Travel Manager Web Version 8.0. Menu locations, link identification and common buttons/areas are covered.

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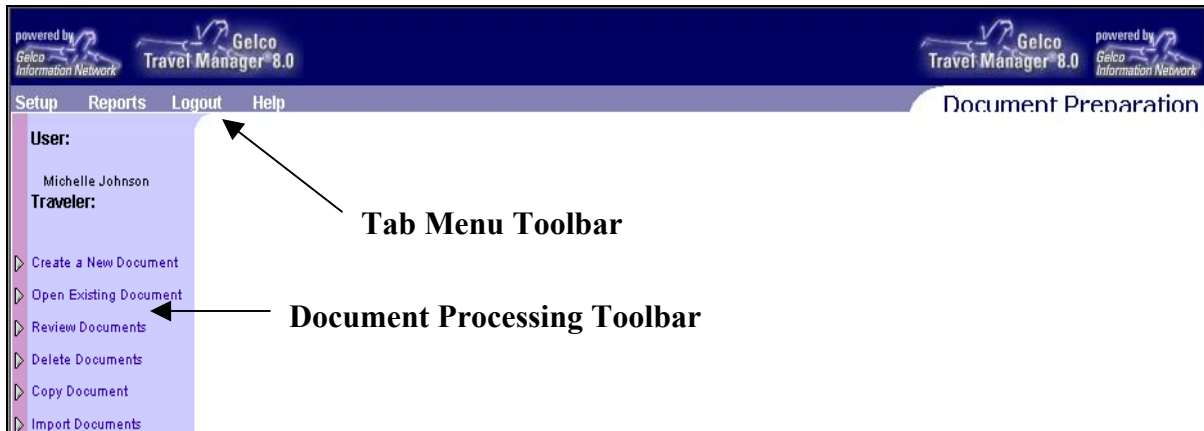
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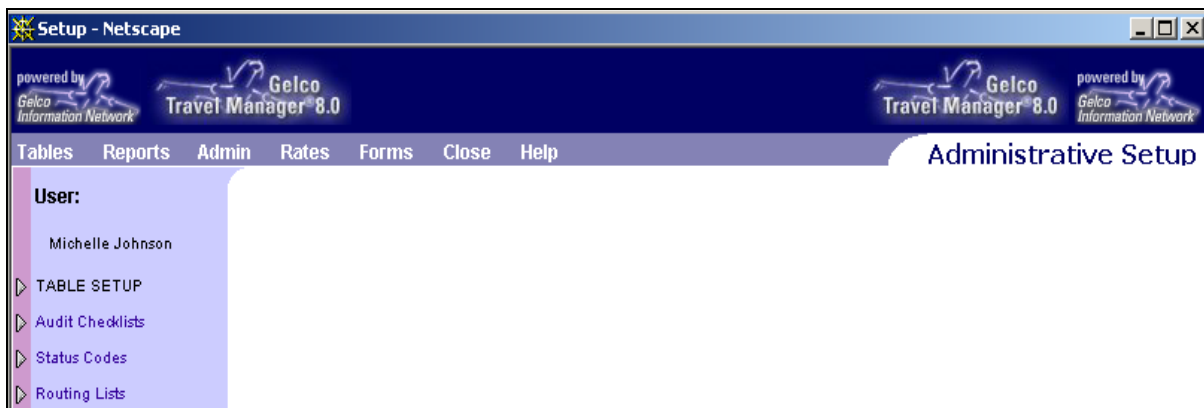
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## A. TRAVEL MANAGER MAIN WINDOW AND ELEMENTS

1. After entry into Travel Manager, the **Main Travel Manager Web** page is displayed, as shown below.



2. The **Tab Menu Toolbar** displays menu items as links. When a link is clicked, a separate web window is displayed showing the links available for the toolbar item selected. When the **Setup** link is clicked, the Setup window is opened in a second browser window as displayed below.

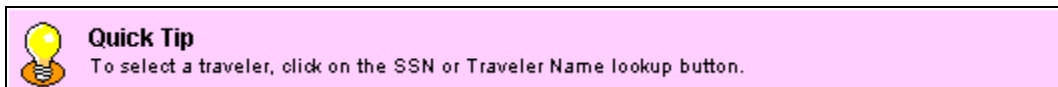


3. All the functions on the **Document Processing Toolbar** are also displayed as links. When a link is clicked, the appropriate web page will be displayed according to the link selected. When the **Create a New Document** link has been clicked, the **New Document** page opens as displayed below.

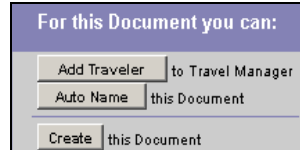
The screenshot displays the 'New Document' page within the DFRC Travel Manager web application. The interface includes a top navigation bar with links for Setup, Reports, Logout, and Help. A sidebar on the left shows the user's name (John Doe) and a list of document-related actions: Create a New Document (highlighted), Open Existing Document, Review Documents, Delete Documents, Copy Document, and Import Documents. The main content area is titled 'New Document' and features a 'Quick Tip' box advising users to select a traveler using the SSN or Traveler Name lookup buttons. Below this, there are input fields for Document Type (set to Authorization), Document Name, SSN, and Traveler Name, each with a corresponding lookup button. On the right side, a section titled 'For this Document you can:' provides options to 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.

## B. PAGE ELEMENTS

1. The **User:** name is displayed in the top left corner of the page. This name would be the traveler if he/she is creating the document or the preparer if someone is creating the document for a traveler.
2. A **Quick Tip** area on all pages displays tips to help the user in selecting or entering the appropriate data on the page. This area is located at the top middle of the page.



3. A **'For this Document you can:'** area on all pages, located in the top right corner, contains buttons that are appropriate to the page and the process(es) it generates. For example, on the **New Document** page displayed previously, a traveler may be added to Travel Manager using the **Add Traveler** button, the document may be named automatically using the **Auto Name** button (do not use this button - the Agency has established a naming convention), and a new document may be created using the **Create** button.



4. For pages where a specific document is being processed, the traveler's name and document name and number are also displayed in the top left corner below the **User:** name. The example shown below is the **Ticketed Transportation** page of a Travel Authorization for John Doe being prepared by Susan Smith.

powered by Gelco Information Network

Setup Reports Logout Help

Document Preparation

**User:**  
Susan Smith



**Traveler:**  
John Doe  
Authorization: 24-XX032602JD

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans**
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

**Quick Tip**  
To enter ticket information, click Add. Previously entered ticket information can be edited with the (Pencil icon) or deleted with the (X icon).

**For this Document you can:**  
Add Ticket  
Back Continue

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
	See Itinerary 1	03/26/02	AIR	350.00					no

5. Some of the commonly used icons for editing a document are the **Pencil** icon , which is used to edit a record, and the X icon , which is used to delete a record.